

A GUIDE FOR SUCCESSFUL MEETINGS AND PROGRAMS FOR ALA CONFERENCES

By participating in the planning of meetings and programs at ALA, you join ALA staff and hundreds of members involved in the production of the ALA Midwinter Meeting and Annual Conference. Use the following components of meeting planning to help ensure success at your function:

MEETING ROOM SETS AND THEIR USES

Choose the correct room set for your group (**SEE DOCUMENT, “MEETING ROOM SETUP STYLES”**). Thought should be given to the type of presentation being made and the amount of participation wanted from the audience. The following set ups are used at ALA Conferences:

Theatre – Chairs are set up in rows facing the presenter. This style is most conducive to a lecture format.

Conference (boardroom style) – Consists of one long table with seating around the perimeter of the table. Works best for groups of no more than 20. This style is often used for board meetings and smaller committee meetings.

Hollow Square – Chairs are set around a table set in a square. Works best for groups of 20 to 50. The hollow square is used for staff meetings, committee meetings, etc.

U-Shape – It features a series of rectangular tables set up in the shape of a “U” with chairs set around the perimeter of the table. The openness of this setup gives each participant a sense of freedom that encourages wider participation. It is ideal for sessions involving AV presentations because all attendees can see the AV when the screen is placed at the open end of the “U”. U-shape works best for groups of 20 or more. As with conference and hollow square styles, u-shape is used for committee meetings, staff meetings, board meetings, etc.

(Note that the three setups above can also be set with chairs around the perimeter of the room. When requesting chairs around the perimeter, please select combined Conference/Theatre (or hollow square, or u-shape) listed on the online request form under “seating arrangement.”

Banquet Rounds – Usually 10 chairs are placed around a 72” round table. This style is most conducive to a meal function or small discussion between 8-10 people. Also works well for ALA all committee meetings.

Schoolroom (also called classroom) - Long, narrow tables are positioned in front of rows of chairs facing the speaker. Attendees have a work surface on which to take notes. **Because this set is so costly, please use for preconferences only.**

NOTE: DUE TO THE MAGNITUDE OF ALA CONFERENCES, MEETING SPACE MUST BE MAXIMIZED TO ACCOMMODATE ALL GROUPS, NOT INDIVIDUAL GROUPS. For example, if you ask for a conference set up for 10, your meeting could be in a room where the conference set up is 15 or more. Thank you for your understanding!

AV EQUIPMENT

The deadline for ordering audio/visual equipment is usually **November 1** for Midwinter and **March 1** for Annual Conference. Any audio/visual equipment ordered after these dates is charged to the division and section.

Types of Microphones and their Uses

Podium mic: This type of microphone is used by speakers who present from a lectern.

Lavalier or Lapel mic: A “lav” mic is worn on the lapel of a speaker, which gives him or her the freedom to move around the room rather than remain at the lectern.

Head table mic: This microphone is used for speakers who speak from a table placed in front of an audience. Note that there need not be a mic for every speaker. You should only order **one mic for every two people.**

Floor mic: Typically used for questions or comments from the audience. Aisle mics are not necessary for sessions less than 100.

Types of Projectors and their Uses

Overhead Projector: This type of projector is used for showing transparencies.

LCD or Sony Computer Projector: Both the LCD and Sony are computer projectors used with laptop computers for presentations.

Computer: When you request a computer for a meeting or program, it is a laptop computer that comes with standard Microsoft Office (includes Word, Excel and PowerPoint software) and USB port. Sound and zip drives are optional and must be requested.

Flip chart with markers: A large flip chart on an easel with colored regular markers. This can be used for poster sessions. Hotel and convention centers do not allow paper to be pinned or stapled on to the walls.

Screen: A screen sized to fit the room requested based upon attendance.

DOs AND DON'TS

DOs

Read all meeting information prior to submitting your request for meeting space. Be accurate in completing the form. Make sure your attendance figure, room set, date, time, AV requests and any other request is clearly communicated and final. Be sure to pay particular attention to the “Dates and Deadlines” schedule. All deadlines are firm.

DON'TS

Don't try to go through hotels or convention centers to arrange for meeting room space. ALA manages all meeting space and the hotel and convention center will refer you back to us.

Don't expect your meeting room location before the date listed in the “Dates and Deadlines” timetable.

Don't wait until the last minute to make your plans and don't arrive at the last minute for your session. Everyone's goal is perfection, and as part of the meeting planning team, you too have responsibilities to ensure success.

